

## Safety/Policy Orientation Checklist

**Instructions:** Read and become familiar with the material presented in the Safety/Policy Orientation below. Check off the items as you read them and sign/date at the bottom of this document. You can click in the box and then mark checked in the pop-up window to electronically check the box, if you are unable to do this then print and check the boxes with a pen. Return only the checklist; you may keep the Safety/Policy Orientation information for future reference.

☐ **Medical Emergencies**

Respiratory Arrest, Cardiac Arrest, or any other life threatening medical emergencies.

☐ **Hazardous Materials**

Hazard Assessment, Material Safety Data Sheets (MSDS), how to use MSDS. Infectious, Chemical, Waste Gases, Chemotherapeutic, Radioactive Wastes.

☐ **Medical Equipment and Utility Problems**

☐ **Fire Safety**

Emergency phone numbers, reporting procedures, pull stations, fire extinguisher locations, fire exit routes.

☐ **Security**

Verbal or Physical threats, assaults. PROTEC.

☐ **Emergency Preparedness Plan**

☐ **Bomb Threat**

☐ **Tornado Watch/Warning**

Gloves, goggles, face-shields, shoes, and respirators.

☐ **Infection Control Precautions**

Universal Precautions, HIV/HBV protection, safe work practices.

☐ **Smoking Policy**

☐ **Dress Code**

☐ **Parking Regulations**

☐ **Sexual Harassment**

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Printed Name

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Date

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Signature

## Safety/Policy Orientation

Hello and welcome to the Robert J. Dole VA Medical Center. Safety is an important part of your training here at the VAMC. As a student you will be expected to become familiar with the following information but understand that your Clinical Preceptor, Clinical Instructor, and Affiliation Coordinator are ultimately responsible for assisting and guiding you during any safety concerns. The Affiliations Coordinator at the Robert J. Dole VAMC is Travis Nickelson, RN, BSN. He can be reached at (316) 685-2221 ext. 57905, on pager #168, or via email at [Travis.Nickelson@va.gov](mailto:Travis.Nickelson@va.gov). Below you will find information regarding our facility specific safety plans/policies. Please read through the information and place a check in the box next to each topic listed on the Student Safety Orientation Checklist when you are finished. Located in each area within the VAMC you will find the Emergency and Operational Actions Summary. This is a color coded safety chart that will provide you with quick access to all the information provided in this training. The extensions for Medical Emergency, Fire, and Police are located on a red sticker that is affixed to each phone within the medical center. Simply pick up the phone and dial the indicated extension.

### Medical Emergencies (3333)

When a medical emergency is present, such as respiratory or cardiac arrest, the first person to witness or discover the event must activate the Code Blue button if available and call **ext. 3333**. State “CODE BLUE”, identify yourself, and report the exact location. If you are alone you may need to yell for help and to get the attention of other staff members. If you have been trained and are currently certified in BLS or ACLS then you should begin resuscitation.

### Hazardous Materials (3300)

First it is important to know where your MSDS (Material Safety Data Sheets) are located, if you cannot find these ask your Clinical Preceptor, Clinical Instructor, or Affiliation Coordinator. These contain all the information needed about potentially hazardous materials you could become exposed to in a specific area. Hazardous Materials also include blood, bodily fluid, and drainage. Know the location of the spill kit in your department. If less than a pint is spilled and you have been trained to properly clean up the spill you may do so. If you have not been properly trained you can call Environmental Services for assistance. As a student you are not required to clean up any type of hazardous spills. These should be immediately reported to your Clinical Preceptor, Clinical Instructor, or Affiliation Coordinator. For larger spills immediately clear the room until the spill is controlled. Call **ext. 3300**, state that you are reporting a “Chemical Spill”; identify yourself, the exact location, quantity estimate, and type of chemical if known. The Safety staff will be contacted by the operator or AOD. Immediately notify your Clinical Preceptor, Clinical Instructor, or Affiliation Coordinator. Persons exposed to the chemical must be evaluated by Employee Health or the Emergency Department immediately. If possible take a copy of the MSDS sheet with you. You are required to report all accidents to your Clinical Preceptor, Clinical Instructor, and Affiliation Coordinator who will have the appropriate forms necessary for coverage in case additional treatment is needed.

### Medical Equipment/Utility Problems

For any Medical Equipment/Utility Problems notify your Clinical Preceptor, Clinical Instructor, or Affiliation Coordinator immediately. They will be able to notify Biomedical Engineering at ext. 53694 for medical equipment, Facility Management at ext. 53188 for non-medical equipment and utilities, or Information Technology at ext. 53070 for data, phone, or computer problems. If the equipment is being used for medical purposes immediately remove the device from service and tag the item. Make sure to write the nature of the problem and your name on the tag. If something occurs after hours notify AOD and they will determine the severity or extent of the problem and see that appropriate departments respond.

### Fire Safety (3300)

Remember the acronym **RACE**. **R**: Remove/Relocate/Rescue, **A**: Alert/Activate, **C**: Contain/Confine, **E**: Evacuate. Remove/Relocate/Rescue endangered persons in immediate danger. Alert staff by yelling “CODE RED-CODE RED-CODE RED”. If oxygen is feeding the fire shut off the supply of oxygen using the emergency shut off valves located in the area. Know where these are located. Activate the fire alarm in the area, know where these are located. Call the Emergency Line at **ext. 3300**, “Code Red” will be announced overhead. Identify yourself, exact location of fire, and type of fire (ordinary combustibles, flammable liquids or gases, electrical, combustible metals or metal alloys, or fires in cooking appliances that contain combustible cooking media). Confine the smoke and fire by closing doors and windows if possible. Place damp towels under the door to help control the escape of smoke from the room. Extinguish fire if possible, otherwise evacuate. Know your school's specific evacuation plan for each facility. If you are able and have been properly trained to extinguish the fire using an ABC Fire Extinguisher remember **PASS**. **P**: Pull pin, **A**: Aim nozzle, **S**: Squeeze

handle, **S**: Sweeping motion. Pull the pin on the extinguisher, aim the nozzle at the base of the fire, squeeze the handles together, use a sweeping side to side motion to put out the fire.

### **Security (3333)**

For Security call **ext. 3333**, state PROTEC, and answer the following questions: State your name, your phone extension, and your location. Is the situation verbal or physical? Are there weapons involved? What kind? Give a brief description of the subject involved (sex, race, age, height, etc.). Are there injuries involved? Remove yourself from the situation and allow VA staff who has been trained in Prevention and Management of Disruptive Behavior to manage the situation. Also remember to remove any possible weapons from the work area (scissors, letter openers, needles, etc.). PROTEC will be announced overhead. Notify your Clinical Preceptor, Clinical Instructor, or Affiliation Coordinator immediately if a situation occurs.

### **Emergency Preparedness**

“CODE TRIAGE-Standby” will be announced overhead if there is knowledge of an emergency or unusual event which may impact the medical center and requires analysis of the situation. “CODE TRIAGE”, will be used to inform all medical center departments and staff to activate their disaster plan. Notify your Clinical Instructor immediately and await further instruction from your Clinical Preceptor, Clinical Instructor, or Affiliation Coordinator.

### **Bomb Threat (3911)**

In the instance you are notified of a bomb immediately obtain your Emergency and Operational Actions Summary booklet which should be located within your department. If you are not able to do so then immediately notify your Clinical Preceptor and have them take the call. Turn to the Bomb Threat section and try to keep the caller on the line. Attempt to ask questions and fill out the booklet as much as possible. At the same time notify or make fellow co-workers aware of the situation and have them notify VA Police at **ext. 3911**, and the Medical Center Director at ext. 53100.

### **Tornado Watch or Tornado Warning**

In cases of severe weather the following situations will be announced overhead. “Tornado Watch” will be used if the conditions are favorable for producing a tornado in the area. If this is announced you need to identify the path to your nearest shelter, take appropriate steps to protect your patients and yourself, and close all draperies and doors, including fire doors. “Tornado Warning” will be used when a tornado sighting has been confirmed in the immediate area, when announced remain calm, proceed to the nearest shelter, do not exit the building. Move patients out of rooms into the hallway away from windows. Know where your nearest shelter is located, remember Duck and Cover. Assist patients and visitors to shelter areas. Move to inside walls, away from windows, shelving, or other furnishings that may fall on you. Find shelter under a sturdy desk or table, kneel down and cover your head. Do not use the elevators. If you are inside the elevator, exit immediately, if it becomes disabled push the ALARM and use the phone inside to get help. “ALL CLEAR” will be announced when there is no longer a threat of tornado. When this call is given rescue people in immediate danger, assist injured, start clean-up or debris to clear exits, and if directed to do so, evacuate the area. Notify your Clinical Preceptor, Clinical Instructor, or Affiliation Coordinator immediately.

### **Infection Control**

Hand washing is one of the most important means of preventing the spread of infection.

- Use warm water
- Use soap
- Wash all hand surfaces for 10 to 15 seconds
- Dry from arms down
- Use towel to turn off water

Also remember to use the foam hand sanitizer that is located at each patient room before you enter the room and upon exit of the room.

### **Smoking Policy**

This is a non-smoking facility. All interior areas are smoke-free. There are smoking shelters located outside.

### **Dress Code**

You are encouraged to use good sense when dressing for work. Attire appropriate in a business office is recommended for those who do not wear uniforms. Shorts, excessively worn jeans, T-shirts, tank tops or exposed midriffs are not regulation attire.

### **Parking Regulations**

Park in any area designated for visitors or employees. Do not park in any area designated for consultants, government vehicles, or patients.

### **Sexual Harassment**

The Robert J. Dole VAMC has a zero tolerance policy on sexual harassment. Sexual Harassment by patients, visitors, or staff will not be tolerated and should immediately be reported to your Clinical Preceptor, Clinical Instructor, and Affiliation Coordinator.